



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT, ATTN: DONNA CASH
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
Teaching & Learning Institute
SCHOLARSHIP APPLICATION & BUDGET PROPOSAL

APPLICATION DEADLINE February 15

SECTION I REVIEW AND APPROVAL (DEPARTMENT USE ONLY)			
DATE APPROVED	PROJECT NUMBER	APPROVED \$	AUTHORIZED SIGNATURE
SECTION II PROJECT INFORMATION (TO BE COMPLETED BY APPLICANT)			
NAME OF SCHOOL DISTRICT		COUNTY-DISTRICT CODE	
NAME OF BUILDING		BUILDING CODE	
CONTACT PERSON		TELEPHONE NUMBERS SCHOOL: FAX: HOME:	
CONTACT PERSON E-MAIL ADDRESS			
This scholarship is to assist a school building to send a team of up to eight educators to attend the 2006 Teaching and Learning Institute: "10 th Anniversary Celebration." A building must send at least three educators to qualify for the scholarship, and at least one team member must be an administrator. The building will receive up to \$700 per person to cover the costs associated with substitute/stipend pay, lodging, meals, materials, and transportation. Registration fees may not be paid from scholarship funds.			
Name		Title	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
The district certifies that staff will keep records to verify expenditures and will submit a final expenditure report to the Department by July 14 th . In addition, building staff will submit a one-page implementation plan report.			
Submit this original two-page application with one copy to the address listed above by February 15, 2006.			
SECTION III AUTHORIZATION			
SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE			DATE
_____			_____

SUBMIT ORIGINAL AND ONE COPY

MO 500 2140 (01/06)

Page 1 of 2

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF SCHOOL IMPROVEMENT, ATTN: DONNA CASH
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
Teaching & Learning Institute
SCHOLARSHIP APPLICATION & BUDGET PROPOSAL

APPLICATION DEADLINE February 15

SECTION I REVIEW AND APPROVAL (DEPARTMENT USE ONLY)			
DATE APPROVED	PROJECT NUMBER	APPROVED \$	AUTHORIZED SIGNATURE

SECTION II PROJECT INFORMATION (TO BE COMPLETED BY APPLICANT)	
NAME OF SCHOOL DISTRICT	COUNTY-DISTRICT CODE
NAME OF BUILDING	BUILDING CODE
CONTACT PERSON	TELEPHONE NUMBERS SCHOOL: FAX: HOME:
CONTACT PERSON E-MAIL ADDRESS	

Include amount proposed in each category for the team to attend the institute. You will not need to send receipts or documentation, but you should keep information on file for auditing purposes.

Number of people attending with grant funds _____

****Maximum of 8 educators per building and a maximum of \$700 per educator ****

BUDGET		TOTALS
Substitutes	_____ substitutes x \$_____/day x _____ days	
Stipend	_____ educators x \$_____/day x _____ days	
Hotel	_____ rooms x \$_____/night x _____ nights	
Meals	_____ educators x \$_____/ meal x _____ nights	
Materials	_____ materials x _____/person	
Travel	_____ miles x _____/mile x _____ number vehicles	
TOTAL EXPENDITURES		

SUBMIT ORIGINAL AND ONE COPY